



City of South Bend

Vacancy Announcement

Post Date: Wednesday, June 24, 2015

Closing Date: Until Filled

MANAGER OF PARTS MAINTENANCE

Category: Full Time

Department: Public Works / Environmental Services/ Wastewater

Reports To: Director of Wastewater Maintenance

Schedule: Monday-Friday, eight hours between 7 AM-5PM. Hours may vary based on operational needs.

Pay Rate: \$31,000-41,000/yr. (Exempt)

Position: SUMMARY

Primary responsibility is to assist the Director of Wastewater Maintenance with the daily operations of the maintenance staff and provide purchasing agent expertise to maintain/repair the wastewater treatment plant and lift stations. The Purchasing agent is responsible to implement and maintain the City of South Bend's purchasing procedures/guidelines for the cost effective purchasing of parts and services. The Purchasing agent must assist the maintenance department as a management team player to be a leader in efficiency, accountability standards and continuous improvement concepts.

SUPERVISION EXERCISED

Will supervise maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Actively supports the City's and Division's mission statements.
- Actively uses asset management software for work order parts ordering and inventory
- Actively uses City of South Bend's purchasing computer software
- Actively uses and maintains City's policies for Purchasing guidelines
- Makes recommendations for continuous improvement of the processes and systems used in purchasing
- Assumes administrative duties (record keeping and reporting) as necessary.
- Assist planner/scheduler with all planned maintenance jobs for parts and services
- Confirms parts are here and ready for each planned job to ensure effective work execution
- Participates in weekly coordination meetings to ensure that each week's scheduled activities are mutually agreed upon and have the right priority
- Assists to ensure that all work, including modifications, have a valid work order with specified approvals.
- Assists to ensure that good housekeeping and safe work practices are followed.

- Provides technical assistance and operations expertise to management on how to maintain proper inventory levels at the WWTP
- Maintains and Oversees the City of South Bend blanket accounts for proper use and accuracy.
- Provides timely progress reporting to management on Purchase orders and performance data with regular updates on relevant issues. Participates in the budgeting process.
- Ask for and receive quotations, estimates and bids for parts and services
- Assist with writing of equipment, parts and services specifications

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs other duties and assume other responsibilities as apparent or as delegated.

- Must perform all job functions with honesty and professionalism.
- Must interact with coworkers fairly and with impartiality
- Must have excellent communication skills to be able to communicate with vendors and City of South Bend accounting department
- Must be able to plan and direct the work of others.
- Must be able to read O & M manuals and do internet parts research.
- Must be able to work around open and unprotected water.
- Must have knowledge of operation, repair and maintenance of plant equipment.
- Must interact with coworkers and public with tact and diplomacy.

QUALIFICATIONS

Three (3) years of experience in purchasing for utility operations and/or maintenance or equivalent. Excellent communication skills with knowledge of Microsoft Offices products and ability to learn City of South Bend's purchasing software.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent education, with post-secondary course work in maintenance procedures, purchasing, and or accounting principles preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required

EQUIPMENT

Calculator, computer, Telephone, Fax Machine, Photocopier, City Vehicle, manhole confined space equipment, gas and water testing equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus. The employee is occasionally required to sit and climb or balance. Must be able to negotiate stairs. Must be able to work in and around confined spaces and open and unprotected water. Requires manipulations controlled by the arms and hand. Must use steel toed shoes and cold weather gear as needed.

WORK ENVIRONMENT

Work to include inside office environment and outside street work. Includes entering confined spaces and manholes, performing Plant and Lift Station inspections. Must wear steel toed shoes, cold weather gear and Arc Flash protection when required.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required